

RFP Title: Employee Development Training
RFP Number: 1718-204



REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA
COUNTY OF VENTURA***

**REGARDING: RFP 1718-204
EMPLOYEE DEVELOPMENT TRAINING**

PROPOSALS DUE:

***November 6, 2017* NO LATER THAN **3:30 P.M.** PACIFIC TIME**

1.0 BACKGROUND INFORMATION

1.1 The Ventura Superior Court (Court) is committed to supporting its staff with effective training opportunities in order to increase competency, effective communication, supervision, computer skills, career development, work effectiveness and leadership throughout the Court. The Court invites qualified firms to submit proposals to provide employee development training services using various modes of instruction (Services). There are approximately 350 employees at the Court.

1.2 The Court understands that Proposer(s) may not be able to provide all subjects and/or training styles, therefore the **Court reserves the right to award the Services set forth in this solicitation to multiple firms.**

2.0 PERIOD OF PERFORMANCE

It is the intent of the Court to award **one or more** Service Agreements to the highest ranked Proposer(s), in accordance with the evaluation criteria set forth herein. The base term of the Agreement shall be for a 18 month period with three (1) one-year options to renew at the Court's sole discretion, for a total duration not to exceed four (4) years and six (6) months, under the same terms and conditions. The Court shall award an Agreement for Services for an estimated \$30,000 annually over the four and one-half (4.5) year term.

3.0 DESCRIPTION OF SERVICES

Below are training topics illustrative of the kinds of courses that the Court is seeking, including but not limited to:

- Communication (business writing, presentations, public speaking, conflict resolution, writing for analysts, etc.)
- Employee Development (research & analytical skills, forming recommendations, memo and report writing skills, customer service, Change management, team building, collaboration, etc.)
- Technology (Microsoft, Administration, System, Server, Development, Design, SQL Database, Exchange, CISCO, Networking, Project Management Professional, Information Security, etc.)
- The classes must be available to be taken online with a live instructor.
- The classes must have a guaranteed run, regardless of class enrollment.
- The class materials should be available via online video access after the class end date for a specified amount of time.

4.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates

are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued	October 25, 2017
Deadline for questions	October 30, 2017
Questions and answers posted	October 31, 2017
Latest date and time proposal may be submitted	November 6, 2017 3:30 PM Pacific Time
Evaluation of proposals (<i>estimate only</i>)	November 2017
Negotiations and execution of contract (<i>estimate only</i>)	November 2017
Contract start date (<i>estimate only</i>)	January 1, 2018
Contract end date - Not including options for renewal (<i>estimate only</i>)	June 30, 2019

5.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms & Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 5: Payee Data Record Form	This form contains information required to process payments and must be submitted with the proposal.
Appendix A: Proposer Qualification	Proposer must complete the Proposer Qualification form and submit with its proposal.
Appendix B: References	Proposer must complete the References form and submit with its proposal.
Appendix C: Course Listing (Tab 1 &2)	Course listing with Pricing and Course listing without pricing.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. The files must be in PDF, Word, or Excel formats.
- 6.2 The Proposer must be signed by an authorized representative of the Proposer.
- 6.3 Proposals must be received by the date and time listed on the coversheet of this RFP to:

Ventura Superior Court
Attn: Jill Barrios, Sr. Analyst
RE: RFP 1718-204 - EDT
800 S. Victoria Ave.
Ventura. CA 93009

- 6.4 Late proposals will not be accepted.

7.0 PROPOSAL CONTENTS

- 7.1 The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

Appendix A – Proposer Qualification Form

Proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

- 7.2 Appendix B – References Form

Names, addresses, and telephone numbers of a minimum of three clients for whom the Proposer has conducted similar services. The AOC may check references listed by Proposer.

- 7.3 Appendix C -Tab 1 – Course Listing

- Course Name
- Class size (if applicable)
- Training Format
- Notes

- 7.4 Cancellation Policy

Provide a copy of your cancellation Policy(s). No minimum or maximum service usage by the Court is guaranteed or implied. Court will make every effort to

cancel or reschedule a class scheduled with as much notice as possible. However, the Court will not be assessed a charge for missed classes. All reservation and/or paid classes shall be transferrable.

7.5 Certifications, Attachments, and other requirements.

- i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, or other modification.
- ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.
- iii. Proposer must include the following certification in its proposal:

Proposer certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.

- ii. Proposer must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.
- iii. If (i) Proposer is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this RFP will be performed in California, proof that Proposer is in good standing and qualified to conduct business in California.

8.0 Cost Portion

In a separately sealed envelop, the attached Workbook must be included in the cost portion of the proposal.

- Appendix C -Tab 2 – Courses with Costs

The cost must be presented as a firm fixed cost per course No minimum or maximum service usage by the Court is guaranteed or implied. The proposed cost shall be fully loaded and include all fees including, but not limited to, indirect labor costs, overhead, profit, materials, scheduling, books, feedback surveys, curriculum design, trainers/instructors, travel, etc.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

9.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

10.0 EVALUATION OF PROPOSALS

The Court will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

CRITERION	MAXIMUM NUMBER OF POINTS
Guarantee Run of Class	15
Duration of Time Online Video Access	15
Cancellation Policy	15
Course Costs	20
Acceptance of the Terms and Conditions	10
Live Instructor via Remote Access	25
TOTAL POINTS	100

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

Notwithstanding the above, the California Public Contract Code requires the public opening of certain proposals. If required to do so by the Public Contract Code, a Court may disclose all information contained in a proposal, including information marked as confidential or proprietary.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is **3:30 PM, October 30, 2017**. Protests should be sent to:

Superior Court of California
County of Ventura
Legal Research – Brenda McCormick, General Counsel
800 S. Victoria Ave.
Ventura, CA 93009

Throughout the review process, the court has no obligation to delay or otherwise postpone an award of contract based on a proposer protest. In all cases, the court reserves the right to make an award when it is determined to be in the best interest of the court to do so.